How to Submit Benchmarking Results to New York City

• This document shows you step by step how to submit benchmarking results to New York City for compliance with Local Law 84
  • It explains how to access and complete the 2012 New York City Compliance Report which is required for submission

• More benchmarking resources are available online at the Greener, Greater Buildings Plan website: www.nyc.gov/LL84

• Questions may be directed to the Benchmarking Help Center at their new number, (646) 576-3539
Step 1 – Access Report

- Access the 2012 Compliance Report through the link available at [www.nyc.gov/ggbp](http://www.nyc.gov/ggbp)

1. Click “LL84: Benchmarking”
2. Click “How to Comply”
3. Scroll down to “Submission to the City” and click the “NYC LL84 2012 Compliance Report” (for compliance in 2013)

*Also available - links to submit 2011 data*
Step 2 – Log In

• The link will direct you to Portfolio Manager and prompt you to log into your account.

If this is your first time using Portfolio Manager, you will need to set up an account first, and then enter all of your energy and water data for your properties before submitting results to the City.

• Refer to guidance document “First Time Benchmarking Guidance” at www.nyc.gov/LL84

STOP
You Must Complete Benchmarking Before Submitting your Report.
Step 3 – Review Instructions

1. Instructions will pop up. Read them!

2. Choose whether you are submitting the data on behalf of yourself or someone else.

3. The ‘Timeframe’ will be locked to “Single Year – Dec – 2012”

4. In ‘Properties’, select a choice:
   - One Property
   - Multiply Properties
   - All Properties

5. Click “Generate Response Preview”
Step 4 – Send 2012 Report

1. Look for the “NYC LL84 Benchmarking 2012 Compliance Report”

2. In the “Action” drop-down box, choose “Send Response”
**Step 5 – Confirm Data Send**

1. Choose who gets copies of the confirmation email.

2. Choose file format for the data, which will be sent as an attachment to the confirmation email.

3. **NEW!** E-Sign to certify release to the City of New York.
   - Enter username
   - Enter password
   - Click “E-Sign Response”

4. Once E-signature has been verified, click “Send Data”
   **OR**

5. You can click “preview your report” before submitting
Step 6 – Save Documentation

The following documents are required by the Department of Buildings to be saved for three years:

1. A copy of the confirmation e-mail from the EPA
2. Proof of request to non-residential tenants for information related to separately metered energy use
3. Back-up information regarding energy inputs
4. A copy of energy input data entered into Portfolio Manager

For more details on this requirement see the benchmarking Rule posted on www.nyc.gov/LL84

From: buildings@energystar.gov
Subject: Copy of Data Released

Message:

If the attachment did not come through, please click on this link to download the data: [A URL LINKING TO YOUR RELEASE DATA WILL BE INCLUDED HERE]

The released data file will only be available for 30 days beginning on xx, xx, 2013.

Attachment: [ReleaseData_XXXXX]

CONGRATULATIONS!
You have complied with Local Law 84!